

RATING SUMMARY

Side 1

Employee Cheryl Powell Evaluation Date 5/2/01
 Position Admin Asst. Hire Anniversary Date 3/8/99

HUMAN RESOURCE DEVELOPMENT PERFORMANCE RATING

PART A: FOR ALL EMPLOYEES		Evaluation Points
1.	DEVELOPMENT OF SELF Degree to which growth and continual improvement is sought, as evidenced by creating and implementing an Individual Development Plan, and meeting Master Training Plan requirements.	80
2.	COLLABORATION Able to work/cooperate with others on an individual or group basis.	90
3.	DILIGENCE AND ETHICS Earnest and persistent effort to accomplish what is undertaken while adhering to strong ethical principles, and, working with honesty and integrity in dealings with co-workers and customers.	85
4.	GOAL SETTING AND ACHIEVEMENT Able to define and prioritize goals/objectives and to carry out specific courses of action for self and/or others to achieve them; possesses extraordinary commitment of time and energy to ensure task/goal achievement.	85
5.	VERSATILITY Able to modify one's own behavioral style to respond to the needs of others while maintaining one's own objectives and sense of dignity.	53
PART B: FOR ALL SUPERVISOR AND ABOVE POSITIONS		
6.	LEADERSHIP Able to influence the actions and opinions of others in a desired direction; exhibits judgment in leading others to worthwhile objectives. A leader is someone who develops and inspires a realistic, achievable shared vision, challenges the process, enables others to act in a planned manner in order to attain practical results, and with emotional maturity, models the way while encouraging the heart.	
7.	DEVELOPMENT OF OTHERS Effectiveness and thoroughness of managerial efforts to develop the knowledge, skills and abilities of subordinates, as measured by the implementation of staff Individual Development Plans, attaining Departmental Master Training Plan objectives, and the diligence displayed in meeting the requirements of the <i>Performance Review and Evaluation Guideline</i> .	
AVERAGE of EVALUATION POINTS		<u>84.6</u>

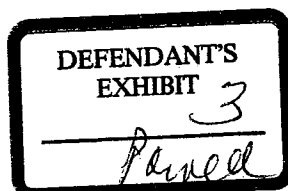
*See Section 6.4 for an explanation of EVALUATION POINTS and how they relate to a person's Performance Grade and Rating.

I.	HUMAN RESOURCE DEVELOPMENT PERFORMANCE RATING [30% weight] Average of Evaluation Points (from above) <u>84.6</u> x .30 =	<u>25.38</u>
II.	INDIVIDUAL ANNUAL GOALS [70% weight] Average of Evaluation Points (from Attachment I) <u>58.1</u> x .70 =	<u>58.9</u>
III.	RECOMMENDED OVERALL RATING SUMMARY - EVALUATION POINTS	<u>84.28</u>

YOUR RATING IS (Circle One)	OUTSTANDING A+	EXCEEDS EXPECTATIONS A	COMPETENT B	IMPROVEMENT NEEDED C	NOT ACCEPTABLE D
	93 - 100	85 - 92	70 - 84	60 - 69	59 and below

SIDE 2 MUST BE COMPLETED (SEE OVER)

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RATING SUMMARY

Side 2

This side must be completed prior to submission and final approval.

Immediate Supervisor's Comments:

Great! good performance. Ms Powell has found several errors on
Staple COA's. Good job on Activity Committee. She also worked
on Refinishing the City's bathroom.

Employee has these particular strengths:

good attitude, willingness to help others, Team player.
Dependable

Areas for further development or improvement are:

Continue to learn about computer programs, cross train on
chip COA's and time sheets

Initial Preparation By

Shirley Aug 1/01
(Immediate Supervisor)

Date 5/7/01

Employee's Comments:

My desire is to follow the Nau Ya 5's + prepare for
Nau Ya's 10's. Working + plan to work harder on my
attendance + efficiency.

Employee's Signature

Cheryl Powell

Date 5/7/01

Approving Manager's Comments:

Ms Powell has performed well. She has an excellent attitude
I recommend that Ms Powell be promoted to Level 5

Approved By

Shirley

Date 5/7/01

Original of this document to Personnel Department

▪ ATTACH ADDITIONAL SHEET IF MORE SPACE IS REQUIRED